

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 10-48

**Date Received:** 3/11/2010

**Title:** Align PRISM Numbering Masks Consistent with Service Area Consolidation

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**Name:** Tim Eckert

**Phone:** (202) 267-7527

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** T3.13.3A.1

**Summary of Change:** Change of PRISM Numbering Masks from Regional to Service Area ones effective October 1

**Reason for Change:** Consistency with Service Area reorganization

**Development, Review, and/or Concurrence:** Acquisition Policy Division, Contracting Organizations at FAA HQ, Centers and regions (ARC)

**Target Audience:** Regional/Service Area Program Offices and Contracting workforce

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS EDITED:

### Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 1 : Numbering System for Procurement Instruments** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS EDITED:

### **Section 1 : Numbering System for Procurement Instruments**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

### **Section 1 : Numbering System for Procurement Instruments**

a. A uniform numbering system allows the FAA to identify, control, and track each procurement action, from receipt of the procurement request through award and close-out of the procurement instrument. The Contracting Officer (CO) must uniformly number all procurement requests and procurement instruments, including written screening information requests, purchase orders, delivery orders, task orders, agreements, leases, contracts, and all forms of awards. COs must assign the procurement request number and procurement instrument identification number (PIIN) through PRISM (FAA's automated procurement system), and must include all awards regardless of monetary consideration. For further information on procurement document numbering in PRISM, see the associated PRISM business process solution:

<https://intranet.faa.gov/prism/training/Guides/Solutions/awardbps.pdf>.

b. The PIIN must consist of 14 alphanumeric characters:

(1) *Positions One and Two.* A two-digit alphabetic code that identifies the procuring agency. This code must always be "DT" which means the Department of Transportation.

(2) *Positions Three and Four.* A two-digit alphabetic code that identifies the DOT operating administration. This code must always be "FA" which means the Federal Aviation Administration.

(3) *Positions Five and Six.* A two-digit alphabetic code that identifies the procurement office of the operating administration that issued the procurement instrument, as follows:

WA - Headquarters	EA - Eastern Region	CE - Central Region
AC - Aeronautical Center	SO - Southern Region	NM - Northwest Mountain Region
CT - Technical Center	SW - Southwest Region	NE - New England Region
AL - Alaskan Region	WP - Western Pacific Region	GL - Great Lakes Region

(4) *Positions Seven and Eight.* A two-digit numeric code that is the last two digits of the fiscal year in which the PIIN is assigned.

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(5) *Position Nine*. A one-digit alphabetic code that identifies the type of procurement instrument (i.e., agreement, contract, etc.) as follows.

A - Agreement. Use for all agreements not otherwise covered, including Blanket Purchasing Agreement (BPA), Basic Ordering Agreement (BOA), and Other Transaction Agreement (OTA).

C - Contract. Use for all contracts, including letter contracts, except for contracts with Government activities or corporations (See PIIN element E). Does not apply to real property transactions.

D - Indefinite-Delivery Contract. Use for indefinite quantity, definite quantity, and requirements contracts.

E - Contract with Government Activity or Corporation. Use for contracts with income producing Federal Government entities, including National Industries for the Blind, National Industries for the Severely Handicapped, and Federal Prison Industries (UNICOR). Does not apply to real property transactions.

F - Delivery Order. Use when placing orders directly against DOT or FAA contracts and against contracts administered by another agency, i.e., General Services Administration (GSA), Department of Veterans Affairs (VA), Office of Personnel Management (OPM), or Department of Defense (DOD), pursuant to an interagency agreement or when authorized by statute or regulation. Does not apply to real property transactions.

G - Grant. Reserved for grants when a PIIN formatted number is assigned.

H - Cooperative Agreement. Reserved for cooperative agreements with municipalities and quasi-government agencies. Does not apply to real property transactions.

J - Outgrant/Outlease (Accounts Receivable) or Permits. Used when FAA outleases (grants the right to use Federal real property under FAA control to others) land or space to public or private entities. Does not include permits or memorandum/letters of understanding/agreements providing rights to other federal agencies. Outgrants are not considered reimbursable agreements.

K - Land Purchase and Condemnation. Use for acquisition of permanent real estate interests (fee simple) by purchase or condemnation. Does not include leasehold interests (land or space) or easements in real property.

L - Lease Agreement. Use for leasing real and personal property, and products or equipment. Also, includes instruments for both land and space where the Government obtains real estate rights, and all easements including aerial easements for a limited period of time, and may or may not be monetary in consideration. Does NOT include Interagency Agreements.

P - Purchase Order. Use for all commercial-off-the-shelf purchase orders. (Assign V, then W when numbering capacity of P becomes exhausted during a fiscal year). Also, includes orders less than \$100,000 for multiple payee leases, appraisals, surveys, title, closing, and other work related to leasing or acquiring real estate rights.

Q - Request for Quote. Use when soliciting contracts by request for quote.

R - Request for Offer. Use when soliciting contracts by screening information request (SIR) for qualifications, information, or offer.

S - Sales Contract (Account Receivable). Use for sales and other disposal of real and personal property.

T - Task Order. Use when placing task orders for services directly against external contracts, i.e., GSA, VA, OPM, and DOD contracts.

U - Utilities. Used for contracts for electric, telephone, water, natural gas, and other utilities, including delivery/task orders against external contracts. Includes FAA delivery orders against GSA area-wide and GSA commodity contracts for utilities.

V - See P - Purchase Orders.

W - See P - Purchase Orders.

X - Interagency Agreement. Use when obtaining products or services from or through another Federal agency when that servicing agency may be in a position or equipped to supply, render, or obtain by contract. Does not apply to real property transactions.

Z - Reimbursable Agreement. Use when the FAA enters into an agreement to provide products or services and receives payment for the products or services rendered and not covered otherwise.

The letters M, N, and Y are reserved. These letters may not be used to identify an FAA procurement instrument in lieu of the above designated codes assigned to the type of instrument.

(6) *Positions Ten through Fourteen*. At the discretion of the Chief of the Contracting Office, these characters may be numeric or alphanumeric. A separate set of serial numbers may be used for any type of procurement instrument.

c. *Illustration of the PIIN*. An example of a PIIN is as follows: DTFAAC-04-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 04.

d. *Supplementary PIINs*. A supplementary number must be used in conjunction with the basic PIIN to identify the following:

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(1) *Amendments to Screening Information Request (SIR)*. Amendments must be assigned a four position numeric serial number, sequentially beginning with 0001. A sample amendment number would be DTFASO-04-R-00001-0001.

(2) *Modifications to Contracts, Agreements, and Orders*. Modifications to contracts, agreements, and orders must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(3) *BPA Calls*. BPA calls against BPA setups must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(4) *Delivery and Task Orders*. Delivery/task orders against internal FAA contracts must be numbered sequentially with a four-position numeric serial number beginning with 0001.

e. *Contract Line Item Number (CLIN)*. CLINs should be numbered consecutively beginning with 001, according to the functionality of PRISM.

f. *Procurement Request (PR)*. COs must number all requisitions, beginning with the procurement organization's two character designator (see section 1.b.(3) above), followed by the last two digits of the budget year for which the obligation is intended (corresponding with the budget year in the project and accounting codes of the request), then a five digit sequential number assigned by PRISM, and finally a two or three character unique identifier, if required. Examples of requisition numbering are: AL-04-00001, indicates a standard PR issued by Alaska Region intended for award in FY04. A PR with the number NM-05-00001-RE indicates that it originated in Northwest Mountain Region, intended for award in FY05, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: [Award Types and PRISM Document Numbering Masks](#) for further information on numbering requisitions.

**New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 1 : Numbering System for Procurement Instruments**

a. A uniform numbering system allows FAA to identify, control, and track each procurement action, from procurement request through award and close-out. This numbering system is applied through FAA's automated procurement system, PRISM. Use of PRISM is required for all procurement requests and procurement instruments, including written screening information requests, purchase orders, delivery orders, task orders, agreements, leases, contracts, and all forms of awards, regardless of monetary consideration. For further information on procurement document numbering in PRISM, see the associated PRISM business process solution [Federal Procurement Data System \(FPDS\) User Guide \(FAA only\)](#)

b. The Procurement Instrument Identification Number (PIIN) must consist of 14 alphanumeric characters:

(1) *Positions One and Two.* A two-digit alphabetic code identifying the procuring agency. This code must always be "DT" which means the Department of Transportation.

(2) *Positions Three and Four.* A two-digit alphabetic code identifying the DOT operating administration. This code must always be "FA" which means Federal Aviation Administration.

(3) *Positions Five and Six.* A two-digit alphabetic code identifying the procurement office\* of the operating administration that issued the procurement instrument, as follows:

WA - Headquarters	EA - Eastern Region	CE - Central Region
AC - Aeronautical Center	SO - Southern Region	NM - Northwest Mountain Region
CT - Technical Center	SW - Southwest Region	NE - New England Region
AL - Alaskan Region	WP - Western Pacific Region	GL - Great Lakes Region

**\*NOTE:** Starting for all FY 2011 awards, the following changes are made to the above alphabetic codes to recognize consolidation of the nine contracting office regions into the three contracting office service areas:

CE (Central Region), GL (Great Lakes Region), and SW (Southwest Region) change to CN (Central Logistics Service Area); AL (Alaskan Region), NM (Northwest Mountain Region), and WP (Western-Pacific Region) change to WN (Western Logistics Service Area); and EA (Eastern Region), NE (New England Region), and SO (Southern Region) change to EN (Eastern Logistics Service Area). WA (Headquarters), AC (Aeronautical Center) and CT (Technical Center) are unchanged.

(4) *Positions Seven and Eight.* A two-digit numeric code that is the last two digits of the fiscal year in which the PIIN is assigned.

(5) *Position Nine.* A one-digit alphabetic code identifying the type of procurement instrument (i.e., agreement, contract, etc.) as follows:

**A - Agreement.** Use for all agreements not otherwise covered, including Blanket Purchasing Agreement (BPA), Basic Ordering Agreement (BOA), and Other Transaction Agreement (OTA).

**C - Contract.** Use for all contracts, including letter contracts, except for contracts with Government activities or corporations (See PIIN element E). Does not apply to real property transactions.

**D - Indefinite-Delivery Contract.** Use for indefinite quantity, definite quantity, and requirements contracts.

E - *Contract with Government Activity or Corporation*. Use for contracts with income producing Federal Government entities, including National Industries for the Blind, National Industries for the Severely Handicapped, and Federal Prison Industries (UNICOR). Does not apply to real property transactions.

F - *Delivery Order*. Use when placing orders directly against DOT or FAA contracts and against contracts administered by another agency, i.e., General Services Administration (GSA), Department of Veterans Affairs (VA), Office of Personnel Management (OPM), or Department of Defense (DOD), pursuant to an interagency agreement or when authorized by statute or regulation. Does not apply to real property transactions.

G - *Grant*. Reserved for grants when a PIIN formatted number is assigned.

H - *Cooperative Agreement*. Reserved for cooperative agreements with municipalities and quasi-government agencies. Does not apply to real property transactions.

J - *Outgrant/Outlease (Accounts Receivable) or Permits*. Use when FAA outleases (grants the right to use Federal real property under FAA control to others) land or space to public or private entities. Does not include permits or memorandum/letters of understanding/agreements providing rights to other federal agencies. Outgrants are not considered reimbursable agreements.

K - *Land Purchase and Condemnation*. Use for acquisition of permanent real estate interests (fee simple) by purchase or condemnation. Does not include leasehold interests (land or space) or easements in real property.

L - *Lease Agreement*. Use for leasing real and personal property, and products or equipment. Also, includes instruments for both land and space where the Government obtains real estate rights, and all easements including aerial easements for a limited period of time, and may or may not be monetary in consideration. Does NOT include Interagency Agreements.

P - *Purchase Order*. Use for all commercial-off-the-shelf purchase orders. (Assign V, then W when numbering capacity of P becomes exhausted during a fiscal year). Also, includes orders less than \$100,000 for multiple payee leases, appraisals, surveys, title, closing, and other work related to leasing or acquiring real estate rights.

Q - *Request for Quote*. Use when soliciting contracts by request for quote.

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*S - Sales Contract (Account Receivable)*. Use for sales and other disposal of real and personal property.

*T - Task Order*. Use when placing task orders for services directly against external contracts, i.e., GSA, VA, OPM, and DOD contracts.

*U - Utilities*. Use for contracts for electric, telephone, water, natural gas, and other utilities, including delivery/task orders against external contracts. Includes FAA delivery orders against GSA area-wide and GSA commodity contracts for utilities.

*V - See P - Purchase Orders*.

*W - See P - Purchase Orders*.

*X - Interagency Agreement*. Use when obtaining products or services from or through another Federal agency when that servicing agency may be in a position or equipped to supply, render, or obtain by contract. Does not apply to real property transactions.

*Z - Reimbursable Agreement*. Use when FAA enters into an agreement to *provide* products or services and receives payment for the products or services rendered and not covered otherwise.

The letters M, N, and Y are reserved. These letters may not be used to identify an FAA procurement instrument in lieu of the above designated codes assigned to the type of instrument.

(6) *Positions Ten through Fourteen*. At the discretion of the Chief of the Contracting Office, these characters may be numeric or alphanumeric. A separate set of serial numbers may be used for any type of procurement instrument.

c. *Illustration of the PIIN*. An example of a PIIN is as follows: DTFAAC-11-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 11.

d. *Supplementary PIINs*. A supplementary number must be used with the basic PIIN to identify the following:

(1) *Amendments to Screening Information Request (SIR)*. Amendments must be assigned a four position numeric serial number, sequentially beginning with 0001. A sample amendment number would be DTFAEN-11-R-00001-0001.

(2) *Modifications to Contracts, Agreements, and Orders*. Modifications to contracts, agreements, and orders must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(3) *BPA Calls*. BPA calls against BPA setups must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(4) *Delivery and Task Orders*. Delivery/task orders against internal FAA contracts must be numbered sequentially with a four-position numeric serial number beginning with 0001.

e. *Contract Line Item Number (CLIN)*. CLINs are numbered consecutively beginning with 001, according to the functionality of PRISM.

f. *Procurement Request (PR)*. Requisitioning Office PRs will continue to be numbered according to the following convention, beginning with the FAA Region code for the requisitioning office two character designator (see below), followed by the last two digits of the budget year for which the obligation is intended (corresponding with the budget year in the project and accounting codes of the request), then a five digit sequential number assigned by PRISM, and finally a two or three character suffix, if required.

Regional Identifier Codes:

WA - Headquarters	EA - Eastern Region	CE - Central Region
AC - Aeronautical Center	SO - Southern Region	NM - Northwest Mountain Region
CT - Technical Center	SW - Southwest Region	NE - New England Region
AL - Alaskan Region	WP - Western Pacific Region	GL - Great Lakes Region

Currently, the only authorized suffix is "RE" for real estate PRs. Examples of requisition numbering are: AL-11-00001, indicates a standard PR issued by the Alaskan Region intended for award in FY11. A PR with the number GL-12-00001-RE indicates that it originated in the Great Lakes Region, intended for award in FY12, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: [Award Types and PRISM Document Numbering Masks](#) (*FAA only*) for further information on numbering requisitions.

**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

### **Section 1 : Numbering System for Procurement Instruments**

a. A uniform numbering system allows the-FAA to identify, control, and track each procurement action, from ~~receipt of the~~ procurement request through award and close-out. *This of the procurement numbering system is instrument applied through FAA's The Contracting automated procurement Officer system, (CO)PRISM. must Use uniformly number of PRISM all is required for all* procurement requests and procurement instruments, including written screening information requests, purchase orders, delivery orders, task orders, agreements, leases, contracts, and all forms of awards. ~~COs must assign the procurement request number and procurement instrument identification number (PIIN) through PRISM (FAA's automated procurement system), and must include all awards~~ regardless of monetary consideration. -For further information on procurement document numbering in PRISM, see the associated PRISM business process solution: <https://intranet.faa.gov/prism/training/Guides/Solutions/awardbps.pdf>.

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b. The **Procurement Instrument Identification Number (PIIN)** must consist of 14 alphanumeric characters:

(1) *Positions One and Two.* A two-digit alphabetic code ~~that identifies~~ **identifying** the procuring agency. This code must always be "DT" which means the Department of Transportation.

(2) *Positions Three and Four.* A two-digit alphabetic code ~~that identifies~~ **identifying** the DOT operating administration. This code must always be "FA" which means ~~the~~ Federal Aviation Administration.

(3) *Positions Five and Six.* A two-digit alphabetic code ~~that identifies~~ **identifying** the procurement office\* of the operating administration that issued the procurement instrument, as follows:

WA - Headquarters	EA - Eastern Region	CE - Central Region
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**\*NOTE: Starting for all FY 2011 awards, the following changes are made to the above alphabetic codes to recognize consolidation of the nine contracting office regions into the three contracting office service areas:**

**CE (Central Region), GL (Great Lakes Region), and SW (Southwest Region) change to CN (Central Logistics Service Area);**

**AL (Alaskan Region), NM (Northwest Mountain Region), and WP (Western-Pacific Region) change to WN (Western Logistics Service Area); and**

**EA (Eastern Region), NE (New England Region), and SO (Southern Region) change to EN (Eastern Logistics Service Area).**

**WA (Headquarters), AC (Aeronautical Center) and CT (Technical Center) are unchanged.**

(4) *Positions Seven and Eight.* A two-digit numeric code that is the last two digits of the fiscal year in which the PIIN is assigned.

(5) *Position Nine.* A one-digit alphabetic code ~~that identifies~~ **identifying** the type of procurement instrument (i.e., agreement, contract, etc.) as follows:;

A - *Agreement.* Use for all agreements not otherwise covered, including Blanket Purchasing Agreement (BPA), Basic Ordering Agreement (BOA), and Other Transaction Agreement (OTA).

C - *Contract*. Use for all contracts, including letter contracts, except for contracts with Government activities or corporations (See PIIN element E). Does not apply to real property transactions.

D - *Indefinite-Delivery Contract*. Use for indefinite quantity, definite quantity, and requirements contracts.

E - *Contract with Government Activity or Corporation*. Use for contracts with income producing Federal Government entities, including National Industries for the Blind, National Industries for the Severely Handicapped, and Federal Prison Industries (UNICOR). Does not apply to real property transactions.

F - *Delivery Order*. Use when placing orders directly against DOT or FAA contracts and against contracts administered by another agency, i.e., General Services Administration (GSA), Department of Veterans Affairs (VA), Office of Personnel Management (OPM), or Department of Defense (DOD), pursuant to an interagency agreement or when authorized by statute or regulation. Does not apply to real property transactions.

G - *Grant*. Reserved for grants when a PIIN formatted number is assigned.

H - *Cooperative Agreement*. Reserved for cooperative agreements with municipalities and quasi-government agencies. Does not apply to real property transactions.

J - *Outgrant/Outlease (Accounts Receivable) or Permits*. Used when FAA outleases (grants the right to use Federal real property under FAA control to others) land or space to public or private entities. Does not include permits or memorandum/letters of understanding/agreements providing rights to other federal agencies. Outgrants are not considered reimbursable agreements.

K - *Land Purchase and Condemnation*. Use for acquisition of permanent real estate interests (fee simple) by purchase or condemnation. Does not include leasehold interests (land or space) or easements in real property.

L - *Lease Agreement*. Use for leasing real and personal property, and products or equipment. Also, includes instruments for both land and space where the Government obtains real estate rights, and all easements including aerial easements for a limited period of time, and may or may not be monetary in consideration. Does NOT include Interagency Agreements.

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T - *Task Order*. Use when placing task orders for services directly against external contracts, i.e., GSA, VA, OPM, and DOD contracts.

U - *Utilities*. Used for contracts for electric, telephone, water, natural gas, and other utilities, including delivery/task orders against external contracts. Includes FAA delivery orders against GSA area-wide and GSA commodity contracts for utilities.

V - See P - Purchase Orders.

W - See P - Purchase Orders.

X - *Interagency Agreement*. Use when obtaining products or services from or through another Federal agency when that servicing agency may be in a position or equipped to supply, render, or obtain by contract. Does not apply to real property transactions.

Z - *Reimbursable Agreement*. Use when ~~the~~ FAA enters into an agreement to *provide* products or services and receives payment for the products or services rendered and not covered otherwise.

The letters M, N, and Y are reserved. These letters may not be used to identify an FAA procurement instrument in lieu of the above designated codes assigned to the type of instrument.

(6) *Positions Ten through Fourteen*. At the discretion of the Chief of the Contracting Office, these characters may be numeric or alphanumeric. A separate set of serial numbers may be used for any type of procurement instrument.

c. *Illustration of the PIIN*. An example of a PIIN is as follows: DTFAAC-0411-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 0411.

d. *Supplementary PIINs*. A supplementary number must be used ~~in conjunction~~ with the basic PIIN to identify the following:

(1) *Amendments to Screening Information Request (SIR)*. Amendments must be assigned a four position numeric serial number, sequentially beginning with 0001. A sample amendment number would be ~~DTFASO~~DTFAEN-0411-R-00001-0001.

(2) *Modifications to Contracts, Agreements, and Orders.* Modifications to contracts, agreements, and orders must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(3) *BPA Calls.* BPA calls against BPA setups must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(4) *Delivery and Task Orders.* Delivery/task orders against internal FAA contracts must be numbered sequentially with a four-position numeric serial number beginning with 0001.

e. *Contract Line Item Number (CLIN).* CLINs ~~should be~~ **are** numbered consecutively beginning with 001, according to the functionality of PRISM.

f. *Procurement Request (PR).* ~~COs~~ **Requisitioning Office PRs** ~~must number all~~ **will continue to requisitions** ~~be numbered according to the following convention~~, beginning with the ~~procurement organization's~~ **FAA Region code for the requisitioning office** two character designator (see ~~section 1.b.(3) above~~ **below**), followed by the last two digits of the budget year for which the obligation is intended (corresponding with the budget year in the project and accounting codes of the request), then a five digit sequential number assigned by PRISM, and finally a two or three character ~~unique identifier~~ **suffix**, if required.

**Regional Identifier Codes:**

WA - Headquarters	EA - Eastern Region	CE - Central Region
AC - Aeronautical Center	SO - Southern Region	NM - Northwest Mountain Region
CT - Technical Center	SW - Southwest Region	NE - New England Region
AL - Alaskan Region	WP - Western Pacific Region	GL - Great Lakes Region

**Currently, the only authorized suffix is "RE" for real estate PRs.** Examples of requisition numbering are: AL-~~0411~~-00001, indicates a standard PR issued by ~~Alaska~~ **the Alaskan** Region- intended for award in ~~FY04~~**FY11**. A PR with the number ~~NMGL-0512~~-00001-RE indicates that it originated in ~~Northwest~~ **the Great MountainLakes** Region, intended for award in ~~FY05~~**FY12**, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: [Award Types and PRISM Document Numbering Masks](#) - for further information on numbering requisitions.

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